My Biz

"It's *My* Information"

What is *My Biz?*

An exciting new web-based Oracle Self Service application within the Defense Civilian Personnel Data System (DCPDS) that allows you, the employee, to

- **Access and view your personnel information**
- **Maintain your own information, including personal profiles**
- **Provide input on performance p (future enhancement)**

What Information is Available in My Record?

Initially, you can view data related to your civilian employment, such as

- Position information (current/historical)
- Salary information
- Appraisal and Awards information
- Benefits
- Appointment information

What Can *My Biz* Do for Me?

You can update information such as:

- **Race & National Origin designation**
- **Phone numbers**
- **Handicap code**
- **Email address**

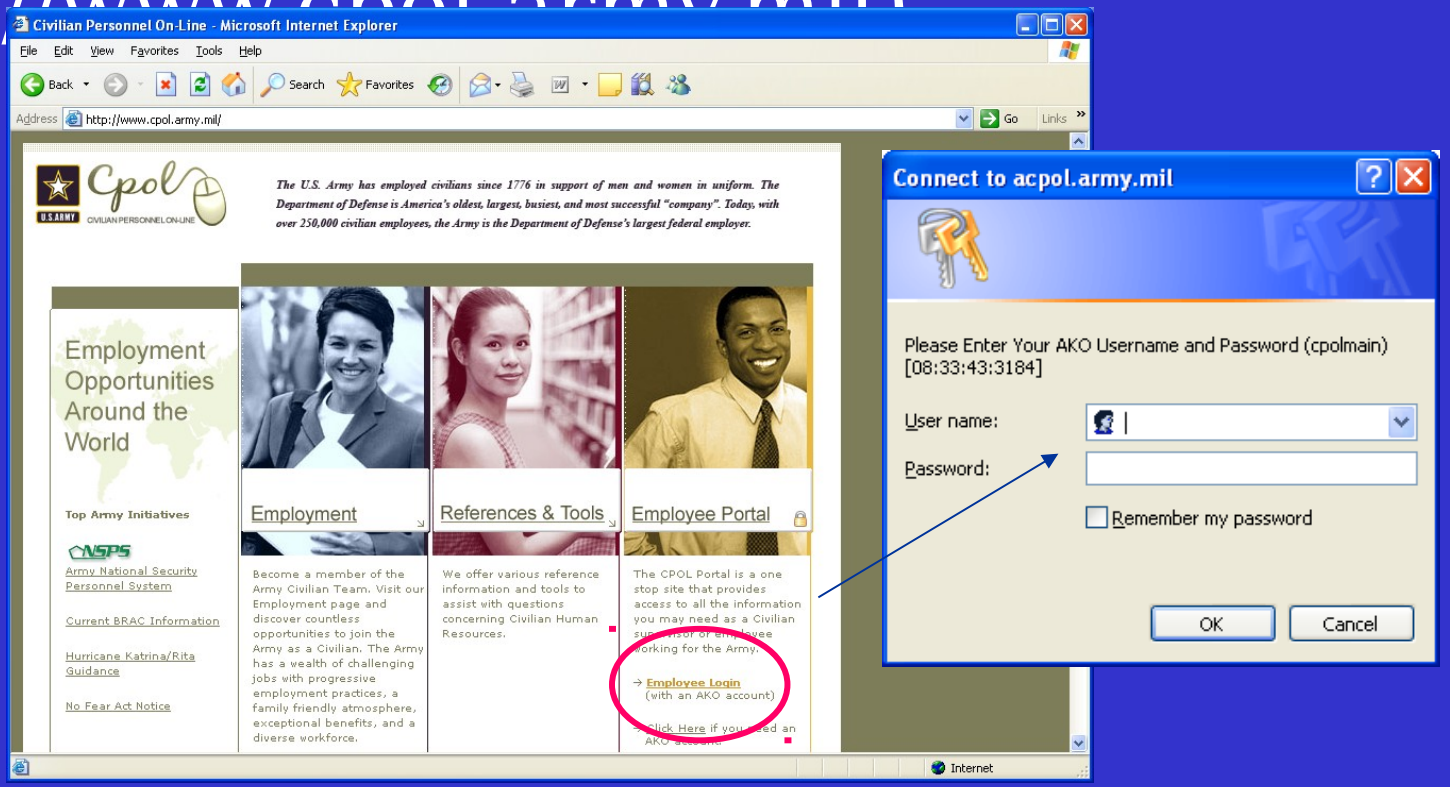
When Can I Use *My Biz?*

- **You will be notified by your Human Resources Office when *My Biz* is available for YOU**

- **Full implementation across DoD is scheduled by summer 2006**

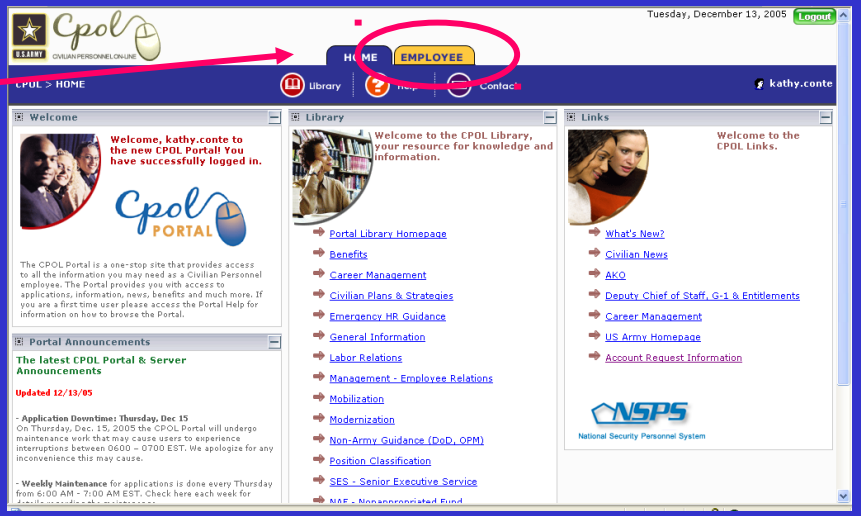
How Do I Access *My Biz?*

- Log into the Army Portal using your AKO UserID and Password (http://www.cpol.army.mil)

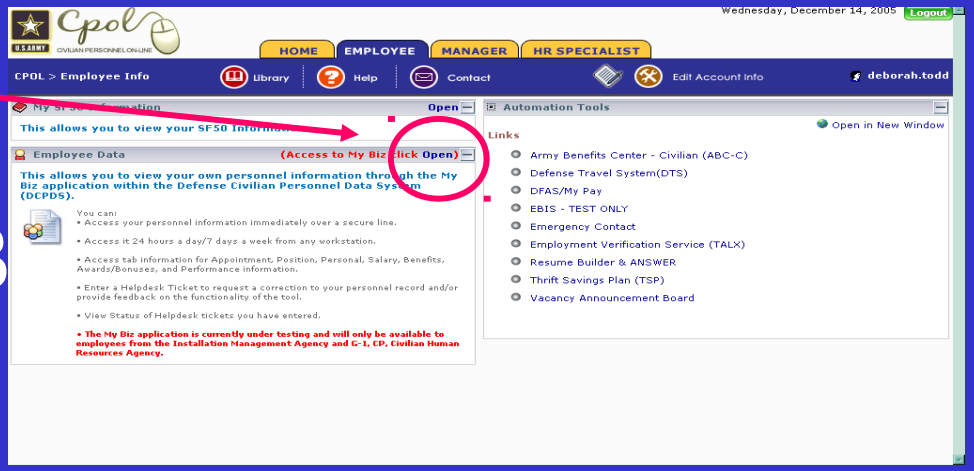

Civilian Personnel On-Line - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.cpol.army.mil/
Go Links
Cpol
U.S.ARMY
CIVILIAN PERSONNEL ON-LINE
The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.
Employment Opportunities Around the World
Top Army Initiatives
NSPS
Army National Security Personnel System
Current BRAC Information
Hurricane Katrina/Rita Guidance
No Fear Act Notice
Employment
References & Tools
Employee Portal
Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.
We offer various reference information and tools to assist with questions concerning Civilian Human Resources.
The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian
working for the Army.
Employee Login
(with an AKO account)
Internet
Connect to acpol.army.mil
Please Enter Your AKO Username and Password (cpolmain)
[08:33:43:3184]
User name:
Password:
Remember my password
OK
Cancel

How Do I Access *My Biz?*

- Click on Employee Tab


Tuesday, December 13, 2005
Logout
HOME
EMPLOYEE
CPOL > HOME
Library
Contact
kathy.conte
Welcome
Welcome, kathy.conte to the new CPOL Portal! You have successfully logged in.
CPOL PORTAL
The CPOL Portal is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.
Portal Announcements
The latest CPOL Portal & Server Announcements
Updated 12/13/05
- Application Downtime: Thursday, Dec 15
On Thursday, Dec. 15, 2005 the CPOL Portal will undergo maintenance work that may cause users to experience interruptions between 0600 – 0700 EST. We apologize for any inconvenience this may cause.
- Weekly Maintenance for applications is done every Thursday from 6:00 AM - 7:00 AM EST. Check here each week for
Library
Welcome to the CPOL Library, your resource for knowledge and information.
Portal Library Homepage
Benefits
Career Management
Civilian Plans & Strategies
Emergency HR Guidance
General Information
Labor Relations
Management - Employee Relations
Mobilization
Modernization
Non-Army Guidance (DoD, OPM)
Position Classification
SES - Senior Executive Service
Links
Welcome to the CPOL Links.
What's New?
Civilian News
AKO
Deputy Chief of Staff, G-1 & Entitlements
Career Management
US Army Homepage
Account Request Information
NSPS
National Security Personnel System

- Then click on "Open" next to "Access to My B


Wednesday, December 14, 2005
Logout
HOME
EMPLOYEE
MANAGER
HR SPECIALIST
CPOL > Employee Info
Library
Help
Contact
Edit Account Info
deborah.todd
Open
This allows you to view your SF50 Information.
Employee Data
(Access to My Biz click Open)
This allows you to view your own personnel information through the My Biz application within the Defense Civilian Personnel Data System (DCPDS).
You can:
• Access your personnel information immediately over a secure line.
• Access it 24 hours a day/7 days a week from any workstation.
• Access tab information for Appointment, Position, Personal, Salary, Benefits, Awards/Bonuses, and Performance information.
• Enter a Helpdesk Ticket to request a correction to your personnel record and/or provide feedback on the functionality of the tool.
• View Status of Helpdesk tickets you have entered.
• The My Biz application is currently under testing and will only be available to employees from the Installation Management Agency and G-1, CP, Civilian Human Resources Agency.
Automation Tools
Open in New Window
Links
Army Benefits Center - Civilian (ABC-C)
Defense Travel System(DTS)
DFAS/My Pay
EBIS - TEST ONLY
Emergency Contact
Employment Verification Service (TALX)
Resume Builder & ANSWER
Thrift Savings Plan (TSP)
Vacancy Announcement Board

DCPDS
DEFENSE CIVILIAN PERSONNEL DATA SYSTEM

How Do I Access *My Biz?*

Here you will find access to

- My Biz
- My Biz Helpdesk
  - Create/View your tickets
- My Biz Field Descriptions
  - Definitions of the data elements within My Biz
- My Biz User Guidance
  - Help for navigating within the Portal, My Biz and the Helpdesk

How Do I Access *My Biz?*

- **For current DCPDS users, My Biz will be accessible using your current log in and password**
- **For new DCPDS users, when you log into My Biz for the *first* time, you will be prompted to provide a user ID and a password**
  - **See next slide for instructions**

How Do I Access *My Biz?* *(cont'd)*

- **For users without a current DCPDS account**
  - **Your user ID is your social security number (SSN) with the dashes**
  - **Your initial password consists of the following**
    - **Capitalize first letter of first name**
    - **$ sign**
    - **Lower case first letter of last name**
    - **$ sign**
    - **Fourth digit of SSN**
    - **$ sign**
    - **Fifth digit of SSN**
    - **$ sign**
  - **You will be prompted to change your password after initial log in**

Example: User John Smith with SSN 123-45-6789, will enter **Js4$5$**

Portal Tools

- **Helpdesk**
  - **If you come across errors or have questions about data in My Biz, create a Helpdesk Ticket from Employee Tab in Portal**
- **My Biz Field Descriptions**
  - **If you have questions as to the definitions of the data elements, check out the Field Descriptions from the Employee Tab in Portal**

MY BIZ GUIDANCE

- **A guidance document with step-by-step directions is available on the Portal (Employee Tab - “Access to My Biz”) to include the following information:**
  - **Log In Procedures**
  - **Navigating in My Biz**
  - **Creating Favorites**
  - **Reset Passwords**
  - **Log Out Procedures**
  - **Creating Portal Helpdesk Tickets**
  - **Viewing Your Tickets**
  - **My Biz Field Descriptions**

My Biz Summary

- **Immediate secure access to personnel information**
- **Ability to update selected information**
- **Ability to report data correction requests on-line to your local servicing Civilian Personnel Operations Center**

For *up-to-date* information, keep checking *My Biz* website at

http://www.cpms.osd.mil/regmod/index_enterprise.html